

Cleveland State University



General Fee Advisory Committee Bylaws

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PREAMBLE

The General Fee Advisory Committee will consider funding for events that relate to the educational, research or outreach mission of the University. Funding approved by the General Fee Advisory Committee shall be allocated for the purpose of enhancing or supporting campus life (e.g. student engagement, student-based co-curricular programming, or student community development). Priority consideration regarding funding decisions will typically go to: (a) student organizations before departmental or assembly functions, and (b) programs that have the potential to involve and/or positively impact the greatest number of CSU students.

The General Fee Advisory Committee is a committee comprised of students, faculty, and administrators charged with making recommendations on General Fee issues to the Vice President of Student Affairs.

COMMITTEE CHARGE

The General Fee Advisory Committee (GFAC) shall make recommendations to the Vice President of Student Affairs on the allocation of the General Fee and on any increase or decrease of the General Fee.

The GFAC will be empowered to act throughout the year and will be particularly active in times of budget preparation. If, in the committee meeting, consensus is not reached on General Fee budget recommendations, the members representing the minority opinion may also submit written recommendations.

The GFAC must be concerned not only about the free exchange of information between students and the administration on the use of General Fees but also with need in the long term ~~run~~ to maintain quality in all programs now funded from General Fee income. These programmatic needs require continuity of funding for extended periods of time, especially when related to advance scheduling and staffing by full-time personnel.

ARTICLE I: NAME

The name of this body shall be the Cleveland State University General Fee Advisory Committee (herein referred to as GFAC).

ARTICLE II: DEFINITIONS

- A.** General Fee FY 2017: Fee that all CSU students pay each semester in support of campus life programs; New/Undergraduate – \$55.40 per credit hour (fee cap from 12-18 credits; resumes at 17); Graduate/Law – \$55.40 per credit hour (fee cap from 13-16 credits; resumes at 17). Fee changes are approved by CSU Board of Trustee action.
- B.** General Fee Summary Report: Annual report completed in the Spring Semester by all General Fee Units and submitted to the General Fee Advisory Committee

in order to summarize/assess activity funded via the General Fee. The General Fee Advisory Committee sets submission deadline by the end of each Fall Semester.

- C. GFAC: General Fee Advisory Committee; a committee comprised of students, faculty, and administrators charged with making recommendations on General Fee issues to the Vice President of Student Affairs.
- D. GFAC Student Panel: Sub-Committee comprised of all voting and non-voting student members of the GFAC; typically responsible for establishing and coordinating application/interview processes associated with General Fee Funding Procedures.
- E. GFU: General Fee Unit; a Student Organization or Department that has a consistent level of permanent annual General Fee funding from the University; these are units identified by CSU as essential contributors to campus life.
- F. Permanent Funding: Funding allocated to a General Fee Unit on an annual basis in conjunction with the University fiscal year (July 1 – June 30); sometimes referred to as “Base Budget” funding. Note: Permanent/Base Budget funding is subject to review and funding levels may change accordingly.
- G. Temporary Funding: Funding allocated to General Fee Units on a “one-time-only” basis in support of special projects or material needs above and beyond that which is funded via permanent allocations.
- H. Non – GFU: CSU Student Organizations or Departments that do not have General Fee Unit status

ARTICLE III: MEMBERSHIP

Section A: Enumeration

The membership of this body shall consist of:

- A. Thirteen (13) Student Organizations: Board of Elections (BOE), Campus Activities Board (CAB), Cauldron, Gavel, Greek Council, Judicial Board, Sport Club Council, Student Bar Association (SBA), Student Government Association (SGA), Viking Expeditions, Vindicator, WCSB, & Whiskey Island.
- B. Departmental: Department of Student Life (DSL)
- C. Faculty Senate representation
- D. Vice President for Finance and Administration (or Designee)

Section B: Terms of Office

- A. GFAC members shall each serve a one-year term, but shall not be precluded from reappointment for future one-year term.
- B. As the only student elected members of the Committee, the SGA Treasurer and SBA Treasurer shall each hold a voting seat on GFAC during every academic year.
- C. Each of the other eleven (11) General Fee student organizations shall appoint from among their membership a representative to serve the stated term. The method for appointment is at the group's discretion.
- D. All General Fee Units are encouraged to have a representative attend meetings of the GFAC.

Section C: Voting Rights

- A. The voting membership of GFAC shall include a designee from the DSL, a representative of the Faculty Senate, the SGA Treasurer, the SBA Treasurer, and one representative from each of the other General Fee student organizations, for a total of fifteen (15) voting members.
- B. Ex-officio/non-voting members of GFAC shall include, but are not limited to, the DSL Budget Officer, the Director of Student Involvement (DSL) (acting as Chairperson), and the Vice President for Finance & Administration (or Designee).

ARTICLE IV: PERMANENT FUNDING PROCEDURES

See section VI for additional information on GFU Classification and Funding Criteria

- A. GFU:
 - a. The GFAC will decide via vote whether to consider/accept Applications for Increased Permanent Funding from General Fee Units. If the GFAC votes affirmatively, an interview process will be established during the Spring Semester and the appropriate GFU will be notified by campus mail/email.
 - b. Timing of said process may vary, but each GFU will be given at least three weeks (15 working days) to submit a request. The GFAC Student Panel will establish and conduct an application/interview process, and issue recommendations to the full GFAC.
 - c. Given extenuating circumstances (e.g. issues of staffing, organizational structure, university policy), the GFAC may vote to accept and act upon GFU Applications For Increased Permanent Funding earlier than the established timeline.

- d.** The GFAC reserves the right to decrease permanent funding when considering allocations to General Fee Units.

B. Non-GFU:

- a.** Non-GFU organizations may solicit permanent funding, to begin the following fiscal year, by submitting an Application for GFU Status to the GFAC Chairperson (or designee) by the last day of fall semester undergraduate classes.
- b.** Given exceptional circumstances, the General Fee Advisory Committee may then vote to invite specific Non-GFU organizations seeking permanent funding to participate in a Spring Semester interview process conducted by the GFAC Student Panel.
- c.** This interview process may coincide with the timeline and procedures established to consider permanent funding requests from General Fee Units. Student Panel recommendations will be presented to the full GFAC.
- d.** Student Organization “invitees” must include an approved CSU Constitution as part of their application submission.
- e.** Student Organization “invitees” granted permanent General Fee funding to establish scholarship-receiving student leader positions must adhere to all University regulations pertaining to these positions; e.g. leadership requirements, stipend levels, minimum GPA.
- f.** Student Organization “invitees” granted permanent General Fee Funding are required to have an Advisor or Liaison assigned by the Department of Student Life.
- g.** Non-GFU granted permanent General Fee funding have, by definition, attained GFU status.

ARTICLE V: TEMPORARY FUNDING PROCEDURES

A. GFU:

- a.** Budget permitting, the GFAC may vote to implement a temporary/one-time-only funding process for special projects or needs during the Fall Semester. This process shall only be open to General Fee Units.
- b.** If the GFAC decides to accept temporary funding requests, an application and interview process will be established and each GFU will be notified by campus mail/email. Timing of said process may vary, but each GFU will be given at least three weeks (15 working days) to submit a request. The

GFAC Student Panel will conduct the application/interview process, and issue recommendations to the full GFAC.

- c. General Fee Units may not receive funding through the fiscal allocation processes established by other groups with GFU status (e.g. the Student Government Association, the Student Bar Association, the Sport Club Council, and Viking Expeditions).
- d. Law School student organizations may not receive funding via the SGA Finance Committee.
- e. Non-Law School student organizations may not receive funding from SBA.
- f. The Sport Club Council may not fund groups that do not have Sport Club status. Moreover, Sport Clubs may not receive funding from SGA and SBA.
- g. Items c-f above shall not preclude co-sponsorship agreements of any sort.

B. Non-GFU:

- a. Student Organizations and Departments that are not permanently funded by the General Fee are not eligible to receive temporary monies via the GFAC.
- b. Student Organizations may request temporary funding for special projects/needs via the Student Bar Association and/or the Student Government Association Finance Committee. Interested parties are encouraged to contact SBA and SGA for further information.

ARTICLE VI: GUIDELINES FOR GENERAL FEE UNIT CLASSIFICATION & FUNDING

- A. As previously noted, General Fee Units are Student Organizations or Departments that have a consistent level of permanent annual General Fee funding from the University; these are units identified by CSU as essential contributors to campus life.
- B. The guidelines below will be used by the GFAC when evaluating funding requests. The Committee shall abide by these guidelines when recommending funding. The intent of these guidelines is to offer members of the Committee, as well as entities requesting student fees, clarity regarding the intended use of student fees. GFAC funds are allocated to GFUs that provide programs and activities to very broad populations of the campus community.
- C. Recognized student organizations whose interests are more narrowly focused should pursue funding through the Student Government Association's Finance

Committee, the Student Bar Association, or the Student Recreation Center (for sport clubs). No GFU will receive or be denied funding based upon its viewpoint.

D. When determining the amount of funds to be allocated to an organization, GFAC will carefully consider funding proposals by rating how funding proposals measure against the suggested criteria below.

a. Priority consideration will be given to programs, activities, or services that:

- Enhance student life and the out-of-classroom experience;
- Are open to ALL students (grad, undergrad, law);
- Complement the mission and values of the university;
- Are held on-campus, where all students can participate;
- Are designed for, open to, and serve the greatest number of students (> or =100). A cost-benefit per student analysis may be conducted by the GFAC;
- Have a demonstrated record of using previous allocations in accordance with the intent of the General Fee Advisory Committee;
- Have made a good-faith effort to collaborate with other entities for resources;
- Contribute to the educational experience beyond the academic curriculum;
- Are developed primarily at the request of students;
- Involve students in deciding how student fee money is spent;
- Promote CSU Pride and traditions.

b. Lesser priority consideration will be given to programs, activities, or services that:

- Are intended primarily to fulfill course, department, and/or degree requirements;
- Are directly related to job seeking and not applicable to all students, such as job fairs, interviews/auditions, and the like;
- Are for club members only;
- Are start-up groups that are only in their 1st year of existence;
- Are designed for, open to, and serve a small number of students (<100);
- Are directed toward the community and/or prospective students;
- Are requesting fee support to compensate for a reduction in budget allocation;
- Request funding for salaries, stipends, or payments to non-student staff and faculty within the requesting organization.

c. GFAC will not fund GFU events that do not relate to the educational, research or outreach mission of the University including:

- i.** Events not open to the University community;

- ii. Fines or penalties outside the purview of the organization (e.g. parking tickets, speeding tickets, overdue charges, etc.);
 - iii. Philanthropic donations or contributions made directly to a philanthropic organization;
 - iv. General fee dollars being used to pay for alcohol.
- E. It is typically not reasonable and/or feasible for a General Fee Unit to be funded through another campus governing or administrative body. Further, the unit can be categorized as one of the following:
 - a. **Representative Body/Student Governance:** may be established in association with recognized academic divisions; may make decisions about funding to other student organizations; may impact judicial processes via the Student Code of Conduct.
 - b. **Student Media** (or “free press”): including but not limited to student newspapers/publications, radio stations, web sites, etc.
 - c. **Programming:** present activities/events/entertainment that appeals to a significant spectrum of students and/or involves their direct participation.
- F. The aforementioned criteria are not considered to be mandatory or exhaustive. Rather, they are to be used as a guide by the General Fee Advisory Committee in determining the funding, creation, admittance, or continuation of GFU status. At the General Fee Advisory Committee’s discretion, additional criteria may be used for determination of GFU status and funding levels.
- G. In order to decide whether a new or existing unit is to possess GFU status and/or receive funding, the General Fee Advisory Committee may, at its discretion, invite any new or existing unit to present its case as to why GFU classification is necessary. Such an invitation may be made upon petition by the unit itself. However, no university unit has any inherent right to present to the Committee its petition to receive or retain GFU status. Determination of GFU status and funding levels will remain the sole discretion of the General Fee Advisory Committee.
- H. A record of GFAC funding decisions and associated decision-making processes will be kept on file and made available for review upon request

ARTICLE VII: REVIEW PROCESS

- A. General Fee Summary Report:
 - a. The General Fee Advisory Committee will require each GFU to complete a General Fee Summary Report by April 30th of each academic year. Through this process, each GFU will be asked to summarize and assess all activity funded by General Fee monies. All submissions will be kept on

record by the GFAC for review upon request. Failure to submit the General Fee Summary Report may result in a financial penalty; this penalty shall be administered in the current or following fiscal year at the discretion of the GFAC.

B. General Fee Advisory Committee (GFAC) Metrics

a. Introduction

These metrics are to serve as an accountability measure for all General Fee Units and will be referenced during the yearly formal Review Process, to be completed by the April 30th deadline (set forth in the GFAC Bylaws, Article VI). Below, Organizational Metrics are listed for each General Fee Unit (GFU), as well as GFAC Member Organization Metrics, which will apply to each GFU.

b. Organizational Metrics

- i. *Student Government Association* – Shall hold a minimum of two (2) Senate meetings per month (except when a holiday or break from the academic year interferes), hold at least two (2) finance hearings per semester, and hold The State of the CSU and SGA Address.
- ii. *Viking Expeditions* – Shall host at least five (5) service trips per year, hold at least two Service Funding Hearings per semester, and hold at least six (6) VE Service Days per semester.
- iii. *Student Bar Association* - Hold at least one Senate meeting each full month in the Fall and Spring semester, with the following exceptions: a. No meetings should be scheduled during exam weeks or during holiday periods. b. Meetings may be canceled in accordance with the Senate's by-laws.
- iv. *University Judicial Board* – Exempt.
- v. *Campus Activities Board* – Shall host 20 events in both the fall and spring semesters, one of which must be a collaborative effort.
- vi. *Greek Council* – The Council should meet at least once per month.
- vii. *Sports Club Council* – The Council should review each sports club once per year.
- viii. *Board of Elections* – Shall be active in the spring semester of every academic year to coordinate, supervise, and administer the SGA elections.

- ix. *Cauldron* – Shall release an issue every other week that school is in session, excluding breaks from the academic year.
- x. *Gavel* – Shall produce three (3) publications per semester.
- xi. *WCSB* - Shall broadcast programming throughout the year at a weekly average of 90% during any given time period.
- xii. *Vindicator* – Shall produce three (3) publications per semester.
- xiii. *Whiskey Island* – Shall produce two (2) publications per year with one campus-wide distribution per semester.
- xiv. *All represented organizations* – Attend all meetings of the GFAC. Failure to be represented at more than 2 meetings over the course of single academic year will cause a notification to the committee of the failure to comply with this metric.

c. GFAC Member Organization Metrics

Each GFU shall appoint an appropriate representative to be present at every General Fee Advisory Committee Meeting; when necessary, a proxy may be appointed for temporary substitution.

d. Review Period

If, at any time, a GFU is found to be in violation of either its Organizational Metrics or the GFAC Member Organization Metrics, said GFU shall be placed under review for one year. If, during the review period, said GFU does not meet either its Organizational Metrics or the GFAC Member Organization Metrics, GFAC will vote on whether or not to cease funding.

- e. The General Fee Advisory Committee will, in accordance with the guidelines and criteria set forth herein, consider: (a) the alteration of General Fee funding levels, or (b) revocation of GFU status when a unit does not warrant such classification.

ARTICLE VIII: EMERGENCY FUNDING

The Vice President of Student Affairs may exercise the authority to accommodate emergency one-time-only General Fee Unit funding needs when they cannot be addressed within the parameters established by **Section V.A.** of this document. Such actions will be reported at the next General Fee Advisory Committee meeting.

ARTICLE IX: AUTHORITY

The General Fee Advisory Committee will have the authority to amend or cancel the foregoing criteria and procedures in accordance with established Committee practices.

Notice of changes to General Fee Advisory Committee policy/procedure shall be made available to all requesting CSU student organizations and departments.

ARTICLE X: MEETINGS

Section A: Regular Meetings

- A.** GFAC shall meet on a regular schedule. In general, meetings shall be held once per month during the fall and spring semesters. A schedule for all meetings will be provided at the first meeting of the year. The Chairperson of GFAC shall have the authority to call additional meetings when necessary.
- B.** Quorum shall be defined as simple majority of the eligible voting members.

Section B: Open Meetings

- A.** It shall be general policy of GFAC to keep all meetings open to the press and public.
- B.** The GFAC membership may vote to move to Executive Session with accordance with the State of Ohio Sunshine Laws.

ARTICLE XI: POLICY ON SCHOLARSHIPS FOR GENERAL FEE ORGANIZATIONS

A. Definition and Process

- a.** Awards to designated officers of General Fee organizations for leadership responsibilities are referred to as Student Leader Scholarships. These scholarships shall be considered as awards in recognition of services rendered to specific organizations and the University community. *The original policy on student activities stipends was developed by the Student Affairs Committee and ratified by the Faculty Council (currently named Faculty Senate) on May 3, 1978. The Student Leader Scholarship policy was approved by the University President on January 26, 2007.*
- b.** **Student Leader Scholarships for General Fee leadership positions are set by the Vice President of Student Affairs in consultation with the General Fee Advisory Committee (GFAC).**
- c.** **General Fee Student Organizations wishing to establish a permanent Student Leader Scholarship position must present a University-approved constitution establishing said position to the Vice President of Student Affairs and GFAC.**

- d. **Student Organizations wishing to establish a temporary (one-year-only) Student Leader Scholarship position must submit a position description to the Vice President of Student Affairs and GFAC. Temporary positions may be renewed for a maximum of one year at the discretion of the Vice President of Student Affairs.**
 - e. **Student Leader Scholarships may be eliminated and funds transferred to support standard hourly student assistant positions with approval from the Vice President of Student Affairs in consultation with the General Fee Advisory Committee.**
 - f. **Student Leader Scholarships are not altered by the registration status (graduate, law, etc.) of the student filling that position.**
 - g. **No student shall receive Student Leader Scholarship awards totaling more than \$4,000 per semester.**
- B. Good Standing for Purposes of Receiving Student Leader Scholarships**
- a. Positions of student leadership must not interfere with academic progress toward a degree.
 - i. Undergraduate students must be enrolled for and earn a minimum of twelve credit hours in each of the fall and spring terms.
 - ii. Graduate and Law students must be enrolled for and earn a minimum of eight credit hours in each of the fall and spring semesters. Graduate students registered for *thesis* credits are eligible to receive a stipend.
 - iii. Students who withdraw or are cancelled from any or all courses resulting in taking their course load below the required credit hour minimum must report this information to the Vice President of Student Affairs within ten (10) school days of the withdrawal. Failure to do so may result in the forfeiture of the student's right to request continuation of the Student Leader Scholarship based upon exceptional circumstances and may also result in termination of the student's scholarship for that term effective the date of withdrawal.
 - b. **Undergraduate and Law students must have and maintain a minimum cumulative grade point average of 2.5. Graduate students must have and maintain a minimum cumulative GPA or 3.0.**
 - c. Students must successfully complete leadership development education coordinated by the Department of Student Life as approved by the Student Life Committee. Consideration shall be given to needs and requests by colleges and departments regarding leadership. Failure to complete all

required leadership components in accordance with established student leadership training guidelines and timelines will result in removal from position and loss of Student Leader Scholarship.

- d. Failure to maintain good standing during a term for which a Student Leader Scholarship is awarded shall result in forfeiture of the scholarship for the subsequent term.
- e. **Students needing less than full-time status to graduate may be exempted from this requirement by written approval from the Vice President of Student Affairs. Students who wish to be granted any other exception to these rules for any reason must submit a petition to the Vice President of Student Affairs – who may approve or deny the request or forward the petition to the Student Life Committee for further consideration.**

C. Procedures

- a. The Vice President of Student Affairs or a designee shall verify enrollment and GPA status periodically. Student Leader Scholarships will be processed in conjunction with the CSU Financial Aid Office.
- b. **Student Leader Scholarship Levels and Positions:** SLS positions shall typically offer awards of \$1,000, \$2,000 or \$4,000 for both fall and spring semesters. At the discretion of the Vice President of Student Affairs, select awards may be spread over two semesters. Select positions may also carry the possibility of hourly summer compensation to be processed through the CSU payroll system.

ARTICLE XII: RULES OF ORDER

Section A: Reference

All business coming before the Council shall be conducted according to ***Robert's Rules of Order, Newly Revised***, except as modified by the Committee.